



**COUNCIL of CLASSIFIED EMPLOYEES**  
**West Liberty State College**

*West Liberty, West Virginia 26074*

REGULAR MEETING – September 11, 2008

Present: Bo McConnaughy, Council Chairperson (5), Stacie Bado (4), Roger Bertelli (6/7), Bev Burke (BOG), Eleanor Coen (4), Mary Ann Edwards (ACCE), Keith Kaczor (6/7), Cindy McGee (1), Ashlea Minch (3), Nancy Quigley (1), Alan Ramsey (5), Mikie Turner (5) and Stephanie North for Rhonda Tysk (3).

The meeting was called to order at 1:30 p.m. by Chairperson Bo McConnaughy. Bo introduced President Capehart, who started his presentation by saying that the college is in good financial condition with very good cash flow and good cash reserves. The President stated that two priorities are to avoid layoffs and to invest in the future. In order to avoid layoffs, \$2.7 million has been reserved to cover any budget cutbacks from state appropriations for the next three years. An additional \$1.7 million has been earmarked to invest in the future, which includes additional money being made available in areas such as Student Life, Staff Development and Faculty Development. Money will be put into marketing to draw students to WLSC, along with scholarships. The President went on to say that since West Liberty will soon have “University” status, that West Liberty needs to act like a University. With the increases in all the areas mentioned, West Liberty will be on the right track. By using funds to invest in the future, even with a conservative estimate on revenues, the cash flow for West Liberty is solid. President Capehart also shared that the incoming freshman class is the largest in 19 years. A new budget process will begin in January, according to President Capehart, which will be more inclusive and which reflects much planning. President Capehart closed by saying that good communication and respect for one another’s opinion are essential.

**BOARD OF GOVERNORS:** Beverly sent out her BOG report on September 9, 2008. She encourages all to look over that report and to look at the Policy on Policies on-line and offer any comments. The next BOG meeting is scheduled for October 22, 2008.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):** Mary Ann said there was an ACCE meeting on August 13 and on September 10; these are the minutes from those meetings.

ACCE – August 13, 2008 – Marshall University Graduate Center, Charleston, WV:

- Dennis Taylor, Vice Chancellor, gave an update on the Personnel Study. A vendor has been chosen but not yet notified for the market study. The contract has not yet been finalized but will be in the very near future. The market study will (1) set benchmark salaries for jobs in the classification system, and (2) show what salary differentials are across the state, especially with WVU, Fairmont, and Shepherd. The study should be complete in two months. Dennis also stated that they are working on additional monies to compensate employees for years of service beyond 15 years and various tables to spell out this compensation.
- Margaret Buttrick gave a demonstration on a leave system the HEPC utilizes to track employee vacation/sick time. This system is available at no cost from the HEPC for institutions in the State system.
- With the extensive update from Dennis Taylor on the Personnel Study, the remainder of the agenda items were tabled until the next meeting.

- The next meeting will be September 10, 2008 at Fairmont State University/Pierpont Community & Technical College.
- 

ACCE – September 10, 2008 – Fairmont State University/Pierpont Community & Technical College

- Bob Brown was to give an update on HB3215/Grievance Statute. He was called to the Governor's office and unable to attend.
- Andy Knicely, Board of Governor's Chair for Fairmont State University was in attendance and spoke at length to various issues board chairs need to be made aware of and to keep them informed of campus concerns. He also stated that most board members have other full-time jobs and we should send as much of the information as possible to them. They are not usually in the position nor have the time to search for the information. He also stated that Fairmont has a classified staff representative on their Finance Committee.
- Local legislators Mike Caputo and Linda Longstreth attended the meeting. Both stressed the need, especially in this election year, for classified employees to speak with their local representatives, especially if they are on the Higher Education or Finance Committee. Most are very approachable and would rather meet in small groups or one-on-one. When it comes to documentation less is more; make presentations and paperwork brief. They would prefer bullet points to get the information across.
- Margaret Buttrick was unable to attend, but we do know that the vendor selected for the market study is Mercer. There were seven bidders for the contract but only three had experience with higher education. It was also stated that there is a chance vice presidents and directors could be moved to the classified system if their duties can be slotted in the classification system.
- Legislative agenda items discussed were:
  - (1) Merit pay issues;
  - (2) More funding for Higher Education;
  - (3) Support funding of auxiliary positions.
- The next meeting will be October 9, 2008 at Potomac State.

**NEW BUSINESS:** Cindy McGee reported that the Staff Development Committee will meet to discuss the Staff Development budget and activities. One member of Classified Staff contacted a Classified Staff representative and expressed concern over the timeliness of the vacation/sick leave report. Human Resources acknowledged that the report was late this time. This issue was discussed by the Classified Staff Representatives and one of the suggestions is that ultimately it is the individual's responsibility to keep a record of his/her own vacation/sick leave to verify against the reports given out by the Human Resource office. Four children of Classified Staff have applied and been approved for the Classified Staff Scholarship. Each will receive \$500 for the fall 2008 and spring 2009 semesters. Bo said the report on the money available for the Classified Staff Scholarship had been revised and he will present this information at another date.

**OLD BUSINESS:** After several good suggestions for a new application form, it was decided that a committee consisting of Bo McConnaughy, Eleanor Coen, Nancy Quigley and Rhonda Tysk will meet, take those suggestions and create a new application form for the Classified Staff Scholarship. Discussion on who would be able to apply for the Classified Staff Scholarship took place and some of the suggestions are: employees, active and retired; immediate family (children and spouse of employee); and grandchildren of employee. Any

comments on these suggestions can be directed to your Classified Staff representative. There was also discussion about the fundraiser; any staff member with any suggestions, please contact your representative.

A motion to adjourn was made by Bev, seconded by Nancy, and approved by all. Meeting adjourned at 2:35 p.m.

The next meeting of Classified Staff Council is scheduled for October 9, 2008 at 1:30 p.m., room 310 in the library. Meetings are open to all classified staff.

Minutes respectfully submitted by  
Eleanor Coen, Classified Staff Council Secretary